

**INDIAN INSTITUTE OF TECHNOLOGY ROORKEE  
TRAVELLING ALLOWANCE BILL**

Name:		<b>Travel from (Pl tick appropriate box)</b>			Basic Pay:	Rs.
Employee No.		Project	Deptt Travel Budget	PDA	Level:	
Designation		GATE	Any other source (Pl specify):		Mobile/Phone no.	
Address/ Department		JEE			Budget/Account booking code	

**Particulars of Journey:**

Departure			Arrival			Journey by Rail/Road/ Air				Expenditure		
Place/ Station	Date	Time	Place/ Station	Date	Time	Mode of journey	Class of Journey	No. of tickets	Distance (in Kms)	Actual Amount of fare (with taxes) (Rs)	DA/ Food Bill (Rs)	Hotel charges (with GST) (Rs)
1	2	3	4	5	6	7	8	9	10	11	12	13

<b>A.</b> Total expenditure incurred:(11+12+13): Rs:		<b>Purpose of Journey</b>
<b>B.</b> Advance drawn: Rs:		
<b>C.</b> Payment/ Refund: Rs: (+/-)		

It is certified that the payment is actually due and is being charged for the first time. Further, no free boarding and lodging facilities availed.

**Signature of the claimant .....**

<p align="center"><b><u>For Department use only</u></b></p> <p><b>Passing authority (Please tick) ✓    Finance / SRIC / JEE/ GATE/ Any other</b></p> <p>Claim Amount Rs.....</p> <p>Amount (in words ) .....</p> <p>Debit to (Account Booking Code).....</p>			<p align="center"><b><u>For office use in Finance/ SRIC/ JEE/GATE/ Any other</u></b></p> <p>Pay (in figure) Rs.....</p> <p>Pay (in words) Rupees.....</p> <p>Debit to (Account Booking Code).....</p>			
<b>OS (Dept)</b>	<b>Verifying Authority</b>	<b>Controlling Officer</b>	<b>DA</b>	<b>OS (Bill)</b>	<b>AR (F&amp;A)</b>	<b>DR/ FO/R</b>